

Chief, Management Staff

OCT 17 1956

Chief, OAM Staff (DD/S Area)

Work Report for Period 11 October Through 17 October 1956

1. Accomplishment

- a. MS 1024, CC, Transfer of two positions from Investigation Pool Administration and Training Staff. [REDACTED] 25X1A9a
- b. MS 1050, CP, T/O Reorganization, Position Evaluation Division (36 positions). [REDACTED]
- c. Proposed revision of DD/S functional statement prepared and submitted to SA-DD/S. [REDACTED] 25X1A9a

2. Assignments (Active)

- | | <u>Target Date</u> |
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| 25X1A9a | a. MS 5-1E, CC, Study of Technical Accounting Staff.
[REDACTED] 1 November 1956 |
| 25X1A9a | b. MS 5-3B, T/O System Analysis, Manpower Control.
[REDACTED] 1 December 1956 |
| 25X1A9a | c. MS 6-14, Study of Agency Overtime Practices.
[REDACTED] 15 November 1956 |
| 25X1A9a | d. MS 6-19, OTR, Follow-up on concurrence by Director of Training on "Study of OTR Clerical Training Program." [REDACTED] 15 November 1956 |
| | e. MS 6-2B, CC, Follow-up on MS Administrative Survey of Correspondence and Records Branch. [REDACTED] 15 November 1956 25X1A9a |
| 25X1A6a | f. MS 6-47, CC, Study of Use of UV Funds to Pay Agency Employees, [REDACTED] 1 November 1956 25X1A9a |
| | g. MS 6-47, CC, Study of Use of UV Funds to Pay Agency Employees, other Components. [REDACTED] 15 January 1957 25X1A9a |
| 25X1A9a | h. MS 6-48, CC, Reorganization of Support Branch, SSD. [REDACTED] 30 November 1956 |
| 25X1A9a | i. MS 6-49, OTR, Study of OTR Language and Area Instruction. (RY MS 683) [REDACTED] 1 November 1956 |

- 25X1A9a
- j. MS 6-51, OTR, Follow-up on MS Study of Feasibility of Transferring OTR Library to CCR and Establishment of Communism Library. [REDACTED] 25X1A9a
1 November 1956
 - k. MS 6-57, OS, Reorganization of the Investigation Branch SEC/106. (Reference MS 907) [REDACTED] 15 November 1956
 - l. MS 6-58, OC, Review of Work Measurement System - Finance. [REDACTED] 25X1A9a
1 November 1956
- 25X1A6a
- m. MS 1032, Audit Staff, Establishment of a Field Audit Unit in [REDACTED] and Transfer of Area Position. [REDACTED] 1 November 1956
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- 3. Assignments (Inactive)
 - a. MS 5-1, OC, Study of the Comptroller Organization. [REDACTED] 1 January 1957
 - b. MS 5-1B, OC, Study of the Budget Division. [REDACTED] 15 December 1956
 - c. MS 5-1F, OC, Study of Program Analysis Staff. [REDACTED] 25X1A9a
2 November 1956
 - 4. Training
 - a. 3 Hours - Reading Improvement Course. [REDACTED] 25X1A9a
 - b. 1 Hour - Supervised Study with an experienced examiner. [REDACTED] 25X1A9a

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25X1A9a